

GENERAL MESSAGE (ICS FORM 213)

The Form. The General Message Form in use within the ICS is a three-part form.

Purpose. The General Message Form is used by:

1. Incident dispatchers to record incoming messages which cannot be orally transmitted to the intended recipients.
2. Command Post and other incident personnel to transmit messages to the Incident Communications Center for re-transmission via radio or telephone to the addressee.
3. Incident personnel to send any message or notification to incident personnel which requires hard-copy delivery.

Initiation of Form. The General Message form may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the General Message may be:

1. Hand carried to the addressee.
2. Hand carried to the Communication Center for retransmission.

Item Title	Instructions
To	Indicate Person/Unit the General Message is intended for. Be specific.
Position	Indicate the location where the Person/Unit is located, e.g., Ground Support Unit Leader, Simpson Camp, Communications, etc.
From/Position	Indicate name and appropriate designation and location of sender.
Subject	Fill in if applicable.
Date/Time	List the date (month, day, year) and time (24-hour clock).
Message	Briefly complete. Think through your message before writing it down. Try to be as concise as possible.
Signature/Position	Record signature and title of person sending message.
Reply	This section is intended to be used by the Person/Unit who receives the message to reply to the message sent.
Date/Time	Record the date (month, day, year) and time (24-hour clock) of reply.

Signature/Position	Record signature and title of person replying.
White Copy	Retained by the person who initiates the message.
Yellow/Pink Copies	Both copies are sent by person who initiates the message to the person the message is intended for.
Pink Copy	To be returned to the person who initiated the message with completed reply.

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

UNIT/ACTIVITY LOG (ICS FORM 214)

- a. **Purpose.** The Unit/Activity Log is used to record details of unit activity including strike team activity. The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.
- b. **Initiation of Log.** A Unit/Activity Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are forwarded to supervisors who provide information to the Documentation Unit.
- c. **Distribution.** The Documentation Unit maintains a file of all Unit/Activity Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

Item Number	Item Title	Instructions
1.	Incident Name	Print the name assigned the incident.
2.	Date Prepared	Enter date prepared (month, day, year).
3.	Unit Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name of the individual in charge of the Unit.
5.	Operational Period	Enter the time span covered by the log (e.g., 1800 Oct 12 to 0600 Oct 13).
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter the name and title of the person approving the log. Provide log to immediate supervisor, at the end of each operational period.

[illegible]

	7. PREPARED BY (NAME AND POSITION)
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